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## State Of California Franchise Tax Board

# 3567 BOOKLET

**Please remember to:**

- ☐ Indicate whether you want your debit to come from a checking or savings account.
- ☐ Indicate your bank account and bank routing number.
- ☐ Indicate the amount you request to pay each month and the date you want the payment debited from your bank account.
- ☐ Include your current address and daytime telephone number.
- ☐ Sign the Installment Agreement Request Form.

# Installment Agreement Information

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If you have a financial hardship and cannot pay your tax in full, you may be eligible to make monthly installment payments. If we approve your installment agreement, you may pay the tax you owe in monthly installments instead of immediately paying the amount in full. In return, you agree to make your monthly payments through electronic funds transfer. Electronic funds transfer allows you to automatically make payments to the Franchise Tax Board by a direct transfer of funds from your bank account.

## By requesting an installment agreement, you agree to:

- Make sure your installment payments are made in full and on time.
- File all future tax returns on time.
- Pay all future tax balances when they are due. You may need to adjust your W-4 or DE-4 with your employer to increase the taxes withheld from your paycheck. If you have income from other sources, you may need to make sufficient estimated tax payments.

## How to request an installment agreement:

- Complete the enclosed Installment Agreement Request, (form FTB 3567BK) in its entirety. Make sure you sign the form.
- The following illustration shows where to locate your bank routing number and your account number on your check. You need these numbers to answer questions 8 & 9 on form FTB 3567BK.



Do not use a deposit slip to find the bank numbers. Contact your financial institution for assistance in getting the correct routing number.

The illustration shows a check with the following details:

- Payor: John Doe, Mary Doe, 1234 Main Street, Anytown, CA 99999
- Amount: 20
- Pay to the order of: \$ [ ]
- Bank: ANYTOWN BANK, Anytown, CA 99999
- For: [ ]
- Routing number: 259259925 (circled and labeled 'Routing number')
- Account number: 292929 (circled and labeled 'Account number')
- Check number: 1234 (circled and labeled '1234')
- Annotation: 'Do not include the check number' with an arrow pointing to the account number.

- Mail it to: FRANCHISE TAX BOARD  
PO BOX 942867  
SACRAMENTO CA 94267-0001

If you wish to make changes to your current installment agreement call us at (800) 689-4776.

## If you have questions:

- Visit our website at: [www.ftb.ca.gov](http://www.ftb.ca.gov) Select Bills and Notices and then Installment Agreements. You may fill out the application online, print it, and mail it to the address shown above.
- Our Interactive Voice Response system may answer many of your questions. Please call (916) 845-4470 to obtain your account balance and other important information seven days a week, 24 hours a day. The Interactive Voice Response system will also provide information regarding Installment Agreements, Earnings Withholding Orders for Taxes, and other Franchise Tax Board notices. If the system does not completely answer your questions, you may speak with a representative Monday through Friday, 7:30 a.m. to 5:00 p.m.



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 942867  
SACRAMENTO CA 94267-0011

## INSTALLMENT AGREEMENT REQUEST

Complete this form and mail it to the address shown above. Failure to provide complete information will delay processing of your request. **Do not attach this form to your tax return.**

1. Your first name		Initial	Last name	
If joint, spouse's first name		Initial	Last name	
Present home address-number and street, PO Box or rural route.			Apt. No	PMB No.
City, town, or post office			State	Zip Code
Your social security number (Required)		Spouse's social security number		
2. Your home phone number (include area code)		3. Your work phone number		4. Your spouse's work phone number

5. Enter your total account balance for all years.....

\$

6. Enter the amount you can pay each month. Interest and penalty charges will continue until you pay your balance in full, so it is important to make your payments as large as possible.....

\$


7. If we approve your request, we agree to let you pay the tax you owe in monthly installments. In return, you agree to make your monthly installments by a direct transfer from your bank account.

Enter the date of the month you want your bank to transfer funds to the Franchise Tax Board. **Please enter a date from the 1<sup>st</sup> through the 28<sup>th</sup> only**.....

1st-28th only

8. Name and address of your bank

9. Bank Routing Number

This is the nine digit number at the bottom left of your check. See  in Installment Agreement Information. Your bank can tell you what your routing number is.

10. Bank account number-This must be a regular checking or savings account

**Please check one:**

Checking ☐

Savings ☐

I certify that I have the authority to request an electronic debit from the account identified above and I authorize the Franchise Tax Board to initiate and process debit entries to the above account. This authorization will remain in effect until the balance due has been paid, the Franchise Tax Board cancels the installment agreement, or the Franchise Tax Board has received and processed a written notification from me to stop the debit entries.

I request that the amount in box 6 be debited from my account each month on the date specified in box 7. If this day falls on a Saturday, Sunday, or a holiday, the transfer is authorized for the next business day.

If the Franchise Tax Board cannot deduct the monthly payment from my account because of insufficient funds or because the account is closed, the Franchise Tax Board may cancel my installment agreement. The Franchise Tax Board will charge me a dishonored payment penalty and may charge me a collection fee. I will be responsible for any overdraft fees charged by my bank.

Your signature

Date

If you have any questions about your installment agreement, please call (800) 689-4776. An Interactive Voice Response system is available seven days a week, 24 hours a day. Our representatives are available Monday through Friday 7:30 a.m. to 5:00 p.m. If you are hearing impaired, TTY/TDD services are available at (800)-822-6268. For Privacy Act Notice, get form FTB 1131.

## Questions and Answers about Installment Agreements

Q. Why should I make my payments as large as possible?

A. You should make the largest monthly payment possible in order to limit the amount of interest you will have to pay. Penalties and interest will continue to accrue until your balance is paid in full.

Q. What happens if I have not filed all required tax returns?

A. We cannot approve your request for an installment agreement if all required tax returns are not filed.

Q. How can I be sure that enough money is withheld from my paycheck for current taxes?

A. Contact your employer for a W-4 or DE-4 form. Complete the worksheet with that form to ensure that enough money is being withheld from your paycheck.

Q. Why am I required to make my monthly payments through electronic funds transfer?

A. Electronic funds transfer is convenient for the taxpayer, helps prevent installment agreement defaults, and saves processing costs.

Q. What happens if I have insufficient funds for the electronic funds transfer deductions?

A. If there are not sufficient funds in your account to cover your payment, we will add a dishonored payment penalty to your balance, and we may cancel your installment agreement. You will receive a Notice of Intent to Cancel, and we may require you to pay your balance in full within 30 days.

Q. My bank account is located in another state. Can I still make payments using electronic funds transfer?

A. Yes, you can use an out-of-state bank account for your electronic funds transfer payments.

Q. Will the Franchise Tax Board file a lien against me if my installment agreement is approved?

A. In most cases, we will not file a state tax lien. If it is necessary to file a state tax lien, we will notify you in advance.

Q. Once I send you my installment agreement request, how soon should I expect to hear from the Franchise Tax Board?

A. You should receive an acknowledgement letter from the Franchise Tax Board within 30 days. The notice will show your monthly electronic funds transfer payment, the monthly bank transfer date, and provide you additional information regarding your installment agreement.

Q. What will happen to my future state tax refunds?

A. We will apply any state tax refund you are due to the total amount you owe. Tax refund credits are not in lieu of monthly payments.

Q. Where can I get help if I am having a problem paying all my debts?

A. Non-profit organizations, such as Consumer Credit Counseling Service, offer free or low-cost financial counseling for all kinds of debt problems.